School Maintenance Project Grant Program

Instructions for the Final Report Process

April 2024



isbe.net

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I. Final Expenditure Report Instructions

A. School District Role – Creating and Submitting the Final Expenditure Report

- The Final Expenditure Report should be completed and submitted in IWAS within 20 days of final project completion. NOTE: Grant funds are subject to the Illinois Grant Funds Recovery Act [30 ILCS 705]. Any funds not expended or legally obligated within two years after disbursement by the state shall be returned to the Illinois State Board of Education (ISBE) within 45 days. There will be a 90-day liquidation period to fully liquidate the funds and get to final project closeout for grant funds that are legally obligated at the two-year mark. Any grant funds not obligated within two years and expended within 90 days after the two years shall be returned to ISBE within 45 days.
- 2. Log in to IWAS & and go to System Listing. Click **School Maintenance Project Grants** under Active Grants.



3. Select Final Expenditure Reports from the screen below.

Final Expenditure Report

Click

here.

Illinois State Board of Education	School Maintenance Project Grants System	SMPG HOME ISSE HOME LOC SESSION INFOUR 19
RCDT: Welcome rcdt0050		Authority: RCDT Ad
Home Instructions		
	Please select the section of the Maintenance Grant System you would like to work in from the following:	
	C Grant Applications	

Once you are in the system, you may switch to a different section at any time by clicking on "Grant Applications", "Quarterly Expenditures" or "Final Expenditures" at the top of the Home screen

Next

4. Click **Final Expenditure Report** under Create Documents on the home screen.

Click here

to create Final		C SMPG Listing - Windows In C C C V C A A A A A A A A A A A A A A A	ternet Explorer sbe.net/SMPG/GrantApplicabl Tools Help	onslis 🔎 🖻	5 X SMPG Listing	×				
Expenditure Roport	\mathbf{N}	Illinois State Board of Edu	System	SMP3 HOME ISSE HOME LOGOUT SECOND THEOUT 19:55 Authorise: PCDT Admin						
кероп.		RCDT: Welcome rcdt0050								Authority: RCDT Admin
		Create Documents	Grant Applications Final	Expenditures	arterly Expenditures					
		Durated Freeeddure Report	In-Progress Gra	ant Expenditu	re Reports			Filter By FY:	Go	1 Item Found
	C	Final Expenditure Report	Edit/View Details	RCDTS	DistrictName	Application Year	Application Round	Amt. Owed to ISBE	Status	Date Last Modified
			District Submitt	ed Grant Exp	enditure Reports			Filter By FY:	GO	0 Items Found

5. Find and select the grant application for which you are creating an Expenditure Report.

Select a Grant Application		🦓 🔻 🔂 👻 🖃 🖶 💌 Page 👻 Safety 👻 Tools 👻 🔞 🛩
Illinois State Board of Education	School Maintenance Project Gra	nts System
RCDT: Welcome rcdt186		Authority: RCDT Admin
Home Instructions		
	Create a New Expenditure Report 1) Select a Grant Application 2) Enter Expenditure Report Deta	ils
Executiv 03 2013 2 50000.00 Select 433.012 1 50000.00 Select 785.003 2 50000.00 Select 785.003 2 50000.00 Select 785.0013 2 50000.00	S0000 00 D - Permanent Improvement Proyect 2 S0000 00 B - Permanent Improvement Proyect 2 S0000 00 B - Health/life safety Projects 1 S0000 00 C - State Priority Projects 1	Find and select the grant application for which you are creating an Expenditure Report.

6. Enter the Current Fiscal Year, along with a description of all work items that were completed with the grant. Click the **Save** button when complete.

	Final Expenditure Report - Windows Internet E	cplorer	_ 8 ×	
	🚱 💿 💌 🎑 http://webqa1.isbe.net/SMPG/FinalEx	Rpt.aspx?A 🔎 🖻 🆘 🗶 🏉 Final Expenditure Report 🛛 🗙	ĥ ★ ©	
	File Edit View Favorites Tools Help			
			SMPG HOME ISSE HOME LOGOUT	
	Board of Education	School Maintenance Project Grants System	SESSION 19:53	
	RCDT:		Authority: RCDT Admin	
	ome rcdt0050			
Enter the current	ite a New Expenditure Repo	ort		
fiscal year to	Grant Application 2) Enter Exp	enditure Report Details		
instant year to		Final Expenditure Report Details:		
document the year	r	SCHOOLING		
the Final		Application Year.*	-	
Expanditura		Application Round."		
Experialitare		Total Grant Amount Awarded:*		
Report was				
created				
created.		Description of Funds Usage?		
			Drevide e brief	
			Provide a brief	
Save when		Save Carel	description of all wor	·k
dana			itoms that woro	
done.			items that were	
			completed with the	
			grant	
			P. di la	

NOTE: If the Final Expenditure Report has already been started for that application, a yellow highlighted message will appear along with a link to View Existing Expenditure Report.

	6 Final Expenditure Report			👌 🔻 🖾 👻 🖃 🖷 👻 Page 🕶 Safety 🕶 Tools 🕶 🌒 👻
	Board of Education	School Main	itenance Project Grants System	SAIPS HOME ISSE HOME LOGOUT A
	RCDT Welcome rcdt186			Authority: RCDT Admin
Please	Home Instructions Create a New Expenditure Repo	ort enditure Report Details		
note.	A Grant Expenditure Report for the selecter clicking the link below.	ed application has already been created. You may view it by		
		Final E	xpenditure Report Details:	=
		Fiscal Year.*	2013	
		Application Year."	2013	
		Application Round:*	2	
		Total Grant Amount Awarded:"	50000.00	
			Funds were used to replace windows and boiler and Sandburg Elementary school	×

7. Review the Expenditure Report Header Information on the Expenditure Report Header Page for accuracy and, if needed, make corrections using **Edit Expenditure Report Header Information**.



8. Click **Final Work Items** under Expenditure Report Data.

	Crant Expenditure Report		🖄 👻 🔝 🖃 🖶 💌 Page 🕶 Safety 👻 Tools 💌 🔞 💌
	Illinois State Board of Education	School Maintenance Project Grants System	SMPG HOME ISSE HOME LOGOUT SESSION TAXADJT 19:19
	RCDT Welcome rcdt186		Authority: RCDT Admin
	Home Instructions		
	Addite System Report Verz 2013 Expenditure Report Verz 2013 Expenditure Report Verz 2013 Expenditure Report Verz 2013 Expenditure Report Verz 2013 Expenditor Verz 2013 Expenditor Verz 2013 Application Round: 2 Total Requested Grant Amount: 550,000.00 Total Awarded Grant Amount: 550,000.00 Total Awarded for SRE: 50.00 Total Awarded for SRE: 50.00 Total Awarded to SRE: 50.00 Total Awarded for SRE: 50.00 Total Awarded for SRE: 50.00 Total Awarded to SRE: 50.00 Total Awarded for SRE: 50.00	g Elementary school and to replace old	
	Created By: rodt186 District Approval		
	🖃 Expenditure Report Data		
Click	Final Work Items District Data		

9. Click **Open** for each work item.

	1lline Boa	ois State rd of Education		ol Maintena	ince P	Projec	t Gra	nts S	ystem			8	SWPG HOME ISB	SESSION 19:59		
	RCDT: Welcome rcdt18	CDT: /elcome rodt186											Authority: RCDT Admin			
	Home Instructions Home > Grant Expenditure Report > Engl Work Item Liston															
	LOUNTY CODE LOUNTY CODE LOUNTY CODE LOUNTY CODE LOUNTY CODE LOUNTY															
Click to open	Item I.D.	Facility Name	Facility Address	Facility Description	Project Description	Priority Code	Category Code	Unit of Measure	Quantity	Est. cost	Est. Start Date	Est. Completion Dt	Actual Start Date	Actual Completion Dt	Actual cost	
each work	<u>Upen</u> 1			Elementary building built in 1961, latest addition in 1965. 13 classrooms, capacity for 176 students, 19,560 square feet.	replacing windows throughout facility	с	WIND	perunit	45	\$85,000.00	06/01/2013	08/15/2013			1	
item and complete	Open 2			Elementary school built in 1961, latest addition in 1965. 13 classrooms, capacity for 176 studenmts, 19,560 square feet.	replace boiler with high efficiency one to reduce energy costs from old aging boiler	с	HVAC	per unit	1	\$30,000.00	06/01/2013	07/01/2013				
required			Total Estimated Proje	ect Cost	115,000.00	Total Actu	ual Project (Cost		0.00						
mormation.			Total Reserved Local	Funds	\$65,000.00											

10. List the **Total Actual Work Cost**, **Actual Start Date**, and the **Actual Completion Date**. Click the **Save Item** button when all information has been entered correctly. Complete this process for each work item.

🏉 Edit Final	Work Item	🦄 🖛 🖾 👘 🔻 Page 🕶	Safety 🕶 Tools 👻 🔞 🖛 🐡
		Edit Schedule Item	^
	Facility Name & Address:*		
	Description of Facility.*	Elementary building 1061, latest addition in 1965. 13 disarsonans, capacity for 176 students, 19,560 square feet.	
	Description of Work:*	replacing windows throughout facility	
	Project Priority Category:	C - State Priority Projects	
	Purpose/Need <u>(savings.</u> Category Code:*	Windows, Doors, Hardware	E
	Quantity*	as	
	Total Est.Work Cost: [00.00]*	88500.00	
	Total Actual Work Cost: [00.00]*	Fw2.90.00	
Complete all fields	Estimated Start Date: [MM/DD/YYYY]*	06/01/2013	
complete an nelus	Estimated Completion Date: [MM/DD/YYY	08/15/2013	
o show actual	Actual Completion Date: [MM/DD/YYY]*	06/15/2013 08/22/2013	Save wher
ost of project.		Save Item Carcel	done

11. **Return** to the Expenditure Report Header Page by clicking **Grant Expenditure Report**.

		Minute Para											AMPG HOME 158	HOME LOGOUT					
) Illu Boz	ois State rd of Educatior				Scho	ool Maintena	ince	Proje	ct Gr	ants	System					SESSION TIMEOUT 19:47
	_	Welco	ime rodt18	6														Authority	: RCDT Admin
		Instructions Scant Expenditure Report > Fraily I' R Item Listing																	
Click		1. 084, S	> <u>Grant E</u> INTY COE angamon	E	> Final W	rk item Listing			2. DIS	STRICT CO	DE/NAME	-							
nere.			Item I.D.	Facility Name		Facility Address	Facility Desc	cription	Project Description	Priority Code	Category Code	Unit of Measure	Quantity	Est. cost	Est. Start Date	Est. Completion Dt	Actual Start Date	Actual Completion Dt	Actual cost
		<u>Open</u>	1				Elementary build 1961, latest addit 13 classrooms, o 176 students square fr	ting built in tion in 1965. capacity for , 19,560 eet.	replacing windows throughout facility	с	WIND	per unit	45	\$85,000.00	06/01/2013	08/15/2013	04/01/2013	04/12/2013	\$88,236.00
		Open	2	1			Elementary sch 1961, latest addit 13 classrooms, o 176 studenmts square fr	ool built in tion in 1965. capacity for s, 19,560 eet.	replace boiler with high efficiency one to reduce energy costs from old aging boiler	с	HVAC	per unit	1	\$30,000.00	06/01/2013	07/01/2013			
					Total Estimated Proj Total Requested Gra Total Reserved Local		ject Cost ant Amount al Funds		\$115,000.00 \$50,000.00 \$65,000.00	Total A	ctual Projec	t Cost		\$88,236.00					

12. Click **District Approval** to submit. Once approved, a green box will appear at the top of the screen indicating that the Expenditure Report has been submitted.

